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# County of Los Angeles COMMUNITY AND SENIOR SERVICES

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*Enriching Lives Through Effective And Caring Service*



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Cynthia D. Banks  
Director  
Otto Solórzano  
Chief Deputy

June 21, 2011

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

#13 JUNE 21, 2011

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

### **AUTHORIZATION TO ACCEPT THE COUNTY BASED FUNDS DISABLED PARKING VIOLATION FEES AND APPROVAL TO EXECUTE CONTRACTS FOR THE PROVISION OF THE MELLO-GRANLUND OLDER CALIFORNIANS ACT (OCA) LINKAGES PROGRAM SERVICES**

#### **SUBJECT**

Community and Senior Services (CSS) seeks delegated authority to: 1) execute contracts and allocate funds for the contract term with the recommended service providers as a result of a Request for Proposals for the provision of comprehensive care management, information and assistance services to eligible older individuals and functionally impaired adults through the Linkages Program; 2) execute contract amendments with the recommended service providers within the contract term to increase or decrease the contract amounts; and 3) execute a Cost of Living Adjustment (COLA) to the contracted agencies consistent with the County's established policy and contract language.

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Delegate authority to the Director of CSS, or designee, to negotiate and execute contracts with the recommended service providers for the provision of comprehensive Linkages Program services for a five-year contract term, effective July 1, 2011 through June 30, 2016, after County Counsel approval of the contract as to form. The estimated amount of the contracts for FY 2011-12 is \$850,000 for all contracts combined. Overall funding for these agencies is subject to the availability of funds each fiscal year and the agency's performance in meeting the goals of the Linkages Program in the County.

2. Authorize the Director of CSS, or designee, to execute contract amendments as needed throughout the contract term effective July 1, 2011 through June 30, 2016, in order to add, when possible, any relevant new or updated County contract terms; and to increase contract amounts by no greater than 10% of the maximum contract sum or decrease contract amount based on contractor

performance and availability of funding provided that: (a) approval of Counsel as to form is obtained prior to any such amendment and (b) the Director of CSS, or designee, confirms in writing to your Board and the CEO within 30 days after such amendments have been executed. This action would ensure full expenditure of the Linkages Program funds and is consistent with the Board's policy requiring review of contractor performance.

3. Authorize the Director of CSS, or designee, to execute and approve COLA increases or decreases to the contracted agencies at the Director's discretion, consistent with the County's established policy and contract language.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended actions will enable CSS to continue administration of the Linkages Program for the contract term beginning July 1, 2011 through June 30, 2016. This program provides comprehensive care management, information and assistance services to seniors and functionally impaired adults and their families about the availability of community resources throughout the County.

The types of services provided through the Linkages Program include, but are not limited to, the following: intake/screening, assessment, care planning, informal support/arrangement of services, and follow-up.

#### **Performance Measures**

The success of the program will be measured based on performance measures which align with the County's Performance Counts! Initiative.

### **Implementation of Strategic Plan Goals**

The recommended actions support the County's Strategic Plan Goals: Goal #1 Operational Effectiveness, Goal #2 Children, Family and Adult Well-Being, and Goal #4 Health and Mental Health.

### **FISCAL IMPACT/FINANCING**

The Linkages Program is fully financed with Disabled Parking Violation Fees received from CBF annually, generated by fees from parking penalties, fines, or forfeitures. Funding for the Linkages Program has been included in the Department's FY 2011-12 recommended budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The current Linkages Program contracts are due to expire on June 30, 2011. CSS released a RFP in November 2010 to solicit proposals from qualified agencies to provide Linkages Program services beginning July 1, 2011 for a five-year contract term, commencing July 1, 2011 through June 30, 2016, contingent upon the availability of funds and contractor performance. The agencies on Attachment A are being recommended for funding.

The Linkages Program contract contains COLA language that is consistent with current County policy. County Counsel approval as to form will be obtained prior to execution of the contracts and

any amendments with the recommended service providers. County Counsel and CEO have reviewed this letter and concur with the recommended actions.

### **CONTRACTING PROCESS**

On November 29, 2010, CSS released a RFP to solicit proposals from qualified agencies to provide Linkages Program services to eligible older individuals and functionally impaired adults who are at risk of institutionalization. CSS sent over 600 letters of interest from a compiled address list to potential bidders in all supervisorial districts, including the Los Angeles County Commission for Older Adults (LACCOA) members and current AAA-funded agencies. The RFP was advertised in greater Los Angeles County newspapers such as the Los Angeles Times, L.A. Watts Times, Antelope Valley Press, San Gabriel Valley Tribune, Daily Breeze, Daily News, Long Beach Press Telegram and HOY. The RFP and all related documents were also posted and available on the CSS, Internal Services Department (ISD) and County Office of Small Business (OSB) websites.

The RFP indicated that Los Angeles County anticipated funding a total of five proposers, one proposer per Supervisorial District. In response to the RFP, 14 agencies submitted proposals to provide linkages care management services. The five agencies identified on Attachment A who are recommended for funding, satisfied the evaluation criteria by receiving the highest score of the proposals submitted for each Supervisorial District.

The Linkages contract is not a Proposition A contract in which living wage laws would be applicable. CSS is not capable of providing the direct comprehensive care management services.

#### **Monitoring**

Monitoring of the Linkages Program will be conducted on an annual basis and will include administrative and programmatic monitoring to ensure contract compliance. Program monitoring is accomplished through the CSS Contract Compliance Division. Fiscal compliance monitoring will be conducted biannually by an approved vendor procured through the Auditor-Controller.

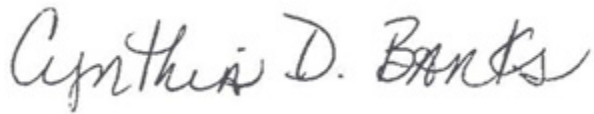
### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The recommended actions will assure the continuation of Linkages Program services throughout the County of Los Angeles enabling seniors and functionally impaired adults to continue residing independently in the community.

### **CONCLUSION**

Upon Board approval, please provide a copy of the adopted Board letter to Ms. Sonja Ivey-Rojas, CSS, 3175 West Sixth Street, Room 403, Los Angeles, CA, 90020 or via E-mail at: [siveyrojas@css.lacounty.gov](mailto:siveyrojas@css.lacounty.gov). Ms. Ivey-Rojas can be reached by telephone at (213) 351-8917.

Respectfully submitted,

A handwritten signature in dark ink, reading "Cynthia D. Banks". The signature is written in a cursive, flowing style.

CYNTHIA D. BANKS  
Director

CDB:OS:MQ:  
CD:SIR

Enclosures

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

## COMMUNITY AND SENIOR SERVICES

## AREA AGENCY ON AGING (AAA)

## 2011-16 LINKAGES PROGRAM

## ESTIMATED FISCAL YEAR 2011-12 FUNDING RECOMMENDATIONS

<b>Supervisory District</b>	<b>Agency</b>	<b>Recommended Funding Amount</b>
1	Human Services Association	\$170,000
2	Special Services for Groups	\$170,000
3	Jewish Family Service	\$170,000
4	Senior Care Action Network (SCAN)	\$170,000
5	YWCA of San Gabriel Valley	\$170,000
<b>Total Funding</b>		<b>\$850,000</b>